



# **QUEENSLAND MODEL CONSTITUTION [RULES]**

## **CAIRNS SURF LIFE SAVING CLUB INCORPORATED CONSTITUTION**

Version 2  
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**ASSOCIATIONS INCORPORATION ACT 1981 (QLD)**

**CONSTITUTION**

**of**

**CAIRNS SURF LIFE SAVING CLUB INCORPORATED**

**1. NAME OF ASSOCIATION**

The name of the association is Cairns Surf Life Saving Club Incorporated (“**Association**”).

**2. DEFINITIONS AND INTERPRETATION**

**2.1 Definitions**

In this Constitution unless the contrary intention appears:

**Act** means the *Associations Incorporation Act 1981* (Qld).

**Association** means Cairns Surf Life Saving Club Incorporated.

**Board** means the body managing the Association and consisting of the Directors under **Rule 29**.

**Branch** means **North Queensland** Branch which includes the affiliated Surf Life Saving Clubs and their members within the boundaries of that Branch as defined by SLSQ and the Branch.

**By Laws** means any By-Laws made by the Board under **Rule 34**.

**Club Area** means primarily the area within the borders of the Cairns Regional Council but extending so far as may be relevant to the area within the boundaries of the Branch.

**Constitution** means this Constitution of the Association.

**Delegate** means the person appointed from time to time to act for and on behalf of the Association.

**Director** means a member of the Board appointed in accordance with this Constitution.

**Financial year** means the year ending 31 December in each year.

**General Meeting** means the annual or any special general meeting of the Association.

**Intellectual Property** means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment, images (including photographs, television, videos or films) or service marks (whether registered or registrable) relating to the Association or any championship, competition, series or event or lifesaving activity of or conducted, promoted or administered by the Association.

**Life Member** means an individual appointed as a Life Member of the Association under **Rule 12.2**.

**Member** means a registered member of the Association and can only include junior (“*Nipper*”) members; cadet members; active members; reserve active members; past active members; long service members; award members; associate members; honorary members; and life members of the Association all of which categories are defined in this Constitution or the By-Laws.

**Membership Year** means the period between 1 October and 30 September the following year.

**Objects** means the objects of the Association under **Rule 3**.

**President** means the President for the time being of the Association.

**Seal** means the common seal of the Association and includes any official seal of the Association.

**SLSA** means Surf Life Saving Australia Limited.

**SLSQ** means the body recognised by SLSA as the body administering surf lifesaving in Queensland.

**Special Resolution** means a resolution passed in accordance with the Act.

**State** means and includes a State or Territory of Australia.

**Surf Life Saving Club** means a surf lifesaving club which is a member of or otherwise affiliated with SLSQ or SLSA.

## **2.2 Interpretation**

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) references to persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (h) a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of

representing or reproducing words in a visible form, including messages sent by electronic mail.

- (i) "The Club Area" means the area encompassed within the borders of the Cairns Regional City Council primarily but extending so far as may be relevant to the area encompassed by the NQ Branch of SLSQ.

### **2.3 Severance**

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution.

### **2.4 Expressions in the Act**

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act.

### **2.5 Sole Purpose**

The Association is established solely for the Objects.

### **2.6 Model Rules**

The model rules under the Act are expressly displaced by this Constitution.

## **3. OBJECTS OF ASSOCIATION**

The Association is a charitable community service based institution. The objects for which the Association is established are to:

- (a) provide for the conduct, encouragement, promotion and administration of surf lifesaving throughout **the Club Area**.
- (b) participate as a member of the Branch, SLSQ and SLSA through and by which lifesaving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered;
- (c) ensure the maintenance and enhancement of the Association, Branch, SLSQ, Surf Life Saving Clubs, SLSA, and surf lifesaving, its standards, quality and reputation for the benefit of the Members and surf lifesaving;
- (d) at all times promote mutual trust and confidence between the Association, Branch, SLSQ, Surf Life Saving Clubs, SLSA, and the Members in pursuit of these objects;
- (e) at all times act on behalf of and in the interest of the Members and surf lifesaving;
- (f) promote the economic and community service success, strength and stability of the Association, Branch, SLSQ, Surf Life Saving Clubs, SLSA, and surf lifesaving;
- (g) affiliate and otherwise liaise with Branch, SLSQ and SLSA, in the pursuit of these objects and the objects of surf lifesaving;

- (h) conduct, encourage, promote, advance and control surf lifesaving in **the Club Area**, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment;
- (i) conduct or commission research and development for improvements in methods of surf lifesaving and surf lifesaving equipment and in all ways to improve and safeguard the use of the aquatic environment;
- (j) use and protect the Intellectual Property of the Association, Branch, SLSQ and SLSA;
- (k) apply the property and capacity of the Association towards the fulfilment and achievement of these Objects;
- (l) promote the involvement and influence of surf lifesaving standards, techniques, awards and education with bodies involved in surf lifesaving;
- (m) strive for Governmental, commercial and public recognition of the Association as the authority on aquatic safety and management in **the Club Area**.
- (n) promulgate, and secure uniformity in, such rules as may be necessary for the management and control of surf lifesaving and related activities and the preservation of life in the aquatic environment;
- (o) further extend the operations and teachings of the Association throughout **the Club Area**;
- (p) further develop surf lifesaving into an organised institution and with these objects in view, to foster, regulate, organise and manage assessments, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful Members;
- (q) review and/or determine any matters relating to surf lifesaving which may arise, or be referred to it, by any Member;
- (r) pursue through itself or other such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of surf lifesaving in the **Club Area**;
- (s) adopt and implement appropriate policies, including in relation to sexual harassment, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs, infectious diseases and such other matters as arise from time to time as issues to be addressed in surf lifesaving;
- (t) represent the interests of its Members and of surf lifesaving generally in any appropriate forum in **the Club Area**;
- (u) have regard to the public interest in its operations;
- (v) do all that is reasonably necessary to enable these objects to be achieved and to enable the Members to receive the benefits which these objects are intended to achieve;
- (w) ensure that environmental considerations are taken into account in all surf lifesaving and related activities conducted by the Association;

- (x) promote the health and safety of Members and all other users of the aquatic environment;
- (y) encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in surf lifesaving competition and to award trophies and rewards to successful competitors;
- (z) encourage and promote performance-enhancing drug free competition;
- (aa) establish, grant and support awards to Members and others, in honourable public recognition of hard and meritorious rescues from the sea, deeds of exceptional bravery from time to time performed in the course of lifesaving and other distinguished services and acts;
- (bb) give, and seek where appropriate, recognition for Members to obtain awards or public recognition in fields of endeavour other than surf lifesaving;
- (cc) seek and obtain improved facilities for the enjoyment of the aquatic environment in **the Club Area**;
- (dd) promote uniformity of laws for the control and regulation of the aquatic environment in **the Club Area**; and to assist authorities in enforcing these laws;
- (ee) effect such objects as may be necessary in the interests of surf lifesaving and the aquatic environment in **the Club Area**; and
- (ff) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects.

#### 4. POWERS OF THE ASSOCIATION

Solely for furthering the Objects, the Association has in, addition to the powers and functions under the Act, the legal capacity and powers of a company limited by guarantee as set out under section 124 of the *Corporations Act*.

#### 5. APPLICATION OF INCOME

5.1 The income and property of the Association shall be applied solely towards the promotion of the Objects.

5.2 Except as prescribed in this Constitution:

- (a) no portion of the income or property of the Association shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member; and
- (b) no remuneration or other benefit in money or money's worth shall be paid or given by the Association to any Member who holds any office of the Association.

5.3 Nothing contained in **clauses 5.1** or **5.2** shall prevent payment in good faith of or to any Member for:

- (a) any services actually rendered to the Association whether as an employee or otherwise;



- (b) goods supplied to the Association in the ordinary and usual course of operation;
- (c) interest on money borrowed from any Member;
- (d) rent for premises demised or let by any Member to the Association; or
- (e) any out-of-pocket expenses incurred by the Member on behalf of the Association; provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

## 6. LIABILITY OF MEMBERS

The liability of the Members of the Association is limited.

## 7. MEMBERS' CONTRIBUTIONS

Every Member of the Association undertakes to contribute to the assets of the Association in the event of it being wound up while a Member, or within one year after ceasing to be a Member for payment of the debts and liabilities of the Association contracted before the time at which it ceases to be a Member and the costs, charges and expenses of winding up the Association, such an amount not exceeding one dollar (\$1.00).

## 8. DISTRIBUTION OF DGR PROPERTY ON REVOCATION OF DGR OR WINDING UP

If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to Surf Life Saving Queensland or if that association is no longer a deductible gift recipient or has ceased to exist, to another surf life saving body organisation to which income tax deductible gifts can be made:

- gifts of money or property for the principal purpose of the organisation
- contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation
- money received by the organisation because of such gifts and contributions.

Such deductible gift recipient charity will be determined by the Members at or before the time of dissolution.

## 9. DISTRIBUTION OF PROPERTY ON WINDING UP

9.1 This rule will apply if the association –

- (a) is wound up under part 10 of the Act; and
- (b) has surplus assets after satisfying **clause 8**.

9.2 The surplus assets must not be distributed among the members of the association.

9.3 The surplus assets must be given or transferred to Surf Life Saving Queensland or if that association has ceased to exist to another surf life saving body –

- (a) having objects similar to the association's objects; and
- (b) the rules of which prohibit the distribution of the entity's income and assets to its members.

9.4 In this rule – **surplus assets** see section 92(3) of the Act.

## 10. STATUS AND COMPLIANCE OF ASSOCIATION

### 10.1 Recognition of Association

Subject to compliance with this Constitution, the Branch Constitution, the SLSQ constitution, and the SLSA constitution the Association shall continue to be recognised as a Member of SLSQ and shall administer surf lifesaving activities in **the Club Area** in accordance with the Objects.

### 10.2 Compliance of Association

The Members acknowledge and agree the Association shall:

- (a) be or remain incorporated in Queensland;
- (b) appoint a Delegate annually to represent the Association at meetings of the Branch;
- (c) nominate such other persons as may be required to be appointed to Branch committees from time to time under this Constitution or the Branch constitution or otherwise;
- (d) forward to SLSQ a copy of its constituent documents and details of its Directors;
- (e) adopt the objects of SLSQ (in whole or in part as are applicable to the Association) and adopt rules which reflect, and which are, to the extent permitted or required by the Act, generally in conformity with the SLSQ constitution;
- (f) apply its property and capacity solely in pursuit of the Objects and lifesaving;
- (g) do all that is reasonably necessary to enable the Objects to be achieved;
- (h) act in good faith and loyalty to ensure the maintenance and enhancement of lifesaving, its standards, quality and reputation for benefit of the Members and surf lifesaving;
- (i) at all times act on behalf of and in the interests of the Members and surf lifesaving; and
- (j) by, adopting the objects of SLSQ, abide by the SLSQ Constitution.

### 10.3 Operation of Constitution

The Association and the Members acknowledge and agree:

- (a) that they are bound by this Constitution and that this Constitution, operates to create uniformity in the way in which the Objects and surf lifesaving are to be conducted, promoted, encouraged, advanced and administered throughout **the Club Area**;
- (b) to ensure the maintenance and enhancement of surf lifesaving, its standards, quality and reputation for the benefit of the Members and surf lifesaving;
- (c) not to do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of surf lifesaving and its maintenance and enhancement;
- (d) to promote the economic and community services success, strength and stability of each other and to act interdependently with each other in pursuit of their respective objects;
- (e) to act in the interests of surf lifesaving and the Members;
- (f) where the Association considers or is advised that a Member has allegedly:
  - (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws, or any resolution or determination of the Association; or
  - (ii) acted in a manner prejudicial to the Objects and interests of the Association and/or surf lifesaving; or
  - (iii) brought themselves, the Association, any Surf Life Saving Club or surf lifesaving into disrepute;

the Association may after allowing the Member a reasonable opportunity to explain, adjudicate and if necessary penalise the Member with such penalty as it thinks appropriate.

## 11. ASSOCIATION'S CONSTITUTION

### 11.1 Constitution of the Association

The Constitution will clearly reflect the objects of SLSQ and shall generally conform with the SLSQ constitution, subject to any requirements in the Act, and at least to the extent of:

- (a) the objects of SLSQ;
- (b) the structure and membership categories of SLSQ;
- (c) recognising SLSA as the peak body for surf lifesaving in Australia, in accordance with the SLSA Constitution;
- (d) recognising SLSQ as the peak body for surf lifesaving in Queensland;

- (e) recognising SLSA as the final arbiter on matters pertaining to surf lifesaving in Australia, including disciplinary proceedings; and
- (f) such other matters as are required to give full effect to the SLSQ constitution.

### **11.2 Operation of the SLSQ Constitution**

- (a) The Association will take all steps to ensure its Constitution is in conformity with the SLSQ constitution at least to the extent set out in **Rule 11.1** and in respect of those matters set out in **Rule 11.1** shall ensure this Constitution is amended in conformity with future amendments made to the SLSQ constitution, subject to any prohibition or inconsistency in the Act.
- (b) The Association shall provide to SLSQ a copy of its Constitution and all amendments to this document. The Association acknowledges and agrees that SLSQ has power to veto any provision in this Constitution which, in SLSQ's opinion, is contrary to the objects of SLSQ.

## **12. MEMBERS**

### **12.1 Membership**

The membership of the Association shall consist of the following classes of individual membership:

- (a) **Probationary Members**

Probationary membership shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the Board. Probationary Members shall not have voting rights.

- (b) **Junior Activities Members ("Nipper")**

A Junior Activity Member shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group. Junior Activities Members shall not have voting rights.

- (c) **Cadet Members**

A Cadet Member shall be a Member of the age qualification as defined in SLSA's Manuals (i.e. under 15) and, who has obtained the Surf Rescue Certificate or has passed an annual proficiency test. Cadet Members shall not have voting rights.

- (d) **Active Membership**

An Active Member shall:

- (i) be a Bronze Medallion holder;
- (ii) Fulfil patrol and/or Club obligations, as provided by SLSA and this Constitution;
- (iii) qualify in an annual proficiency test unless the Member has obtained their Bronze Medallion in that season;
- (iv) have the right to be present, to debate and to vote at General Meetings.

(e) **Reserve Active Members**

Reserve Active Membership may be granted to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by SLSA and Club constitution. Reserve Active Membership shall not be automatic but shall be granted by resolution of the Board.

- (i) Reserve Active Members shall perform a minimum of [12] patrols hours and further patrol duties at the discretion of the Club Captain.
- (ii) Reserve Active Members shall complete the annual proficiency test.
- (iii) Reserve Active Members shall have the right to be present, to debate and to vote at General Meetings.

(f) **Long Service Members**

Long Service Membership shall be granted to Members who have completed ten (10) years active service or to Members who have completed eight (8) years active service plus four (4) years reserve active service.

Should a Member join from another Surf Life Saving Club where they are a Long Service Member then such a Member's Long Service may be recognised by the Club.

Such Members may be exempted from all patrol obligations and may be granted other special privileges of Membership as provided in this constitution.

Long Service Members have the right to be present, to debate and to vote at General Meetings.

(g) **Award Members**

Award Membership may be granted to persons who hold an SLSA award of one, or more, of the following qualifications: - Surf Rescue Certificate, Radio award/s, Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate (or equivalent).

Such Members may be called upon to perform patrol and/or other club obligations within the ability of their qualifications.

Such Members shall have the right to be present at general meetings.

The Club may grant Award Members, the right to debate and to vote at general meetings if they are undertaking lifesaving patrol duties.

Award Members shall have voting rights where elected to office or a position which is provided with voting rights by this Constitution.

(h) **Past Active Members**

Past Active Membership may be granted to persons who have held an SLSA Bronze Medallion and been an active patrol member for a minimum of three (3) years.

(i) **Associate Members**

Associate Membership may be granted to persons who may or may not hold an SLSA award.

Associate Members shall not have voting rights unless elected to office or position, which is provided with voting rights by this constitution.

Associate Members shall have a joining and/or annual membership fee substantially greater than fees for other categories of membership.

(j) **Honorary Members**

Honorary Membership may be granted to persons who may or may not hold on SLSA award. Honorary Members shall not have voting rights

(k) **Life Membership**

Life Membership of a Club may be granted to Members who have rendered distinguished, or special service as provided for in this constitution and is relevant to this Club only. Life Members shall have the right to be present, to debate and to vote at general meetings.

## **12.2 Life Members**

- (a) The Board may recommend to the Annual General Meeting that any natural person who has rendered distinguished service to the Association and surf lifesaving, where such service is deemed to have assisted the advancement of the Association and surf lifesaving be appointed as a Life Member. Life Members of the Club may be elected from the members who have rendered special service to the Club within the area of, or on behalf of, the Club for a minimum period of 10 years.
- (b) A resolution of the Annual General Meeting to confer life membership on the recommendation of the Board must be a Special Resolution.
- (c) Upon life membership being conferred the person's details shall be entered in the register, and from the time of entry on the register the person shall be a Life Member.

## **13. SUBSCRIPTIONS AND FEES**

The annual membership subscription (if any) and fees payable by Members to the Association, the time for and manner of payment shall be as determined by the Board at the AGM or Special General Meeting and paid by the 1<sup>st</sup> April each year for the ensuing year.

## **14. APPLICATION**

### **14.1 Application for Membership**

An application for membership by an individual ("applicant") must be:

- (a) in writing on the form prescribed from time to time by SLSQ and/or SLSA from the applicant and lodged with the Association; and

- (b) accompanied by the appropriate fee, if any.

## **14.2 Public Liability Insurance**

The Board must ensure that as soon as possible after the person applies to become a member of the association, and before the Board considers the application, advise the person of the amount of public liability insurance held by the association.

## **14.3 Discretion to Accept or Reject Application**

- (a) The Association may accept or reject an application whether the applicant has complied with the requirements in **Rule 14.1** or not and shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where the Association accepts an application the applicant shall, subject to notification to SLSQ, become a Member.
- (c) Membership of the Association shall be deemed to commence upon acceptance of the application by the Association. The Register shall be updated accordingly as soon as practicable.
- (d) If the Association rejects an application, it shall refund any fees forwarded with the application, and the application shall be deemed rejected by the Association. No reasons for rejection need be given and there is no right of appeal.

## **14.4 Re-Application**

- (a) Members must re-apply for membership of the Association in accordance with the procedures set down by the Association from time to time.
- (b) Upon re-application a Member must provide details of any change in their personal details, and any other information reasonably required by the Association.

## **14.5 Deemed Membership**

- (a) All individuals who are, prior to the approval of this Constitution, members of the Association shall be deemed Members of the Association from the time of approval of this Constitution under the Act.
- (b) The Members shall provide the Association with such details as may be required by the Association under this Constitution within one month of the approval of this Constitution under the Act.
- (c) Any members of the Association prior to approval of this Constitution under the Act, who are not deemed Members under **clause 14.5(a)**, shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

# **15. REGISTER OF MEMBERS**

## **15.1 Register**

The Association shall keep and maintain a Register in which shall be entered (as a minimum):

- (a) the full name, address, class of membership and date of entry of the name of each Member and the current status of that Member, the awards they possess and whether or not they are proficient in each of those awards;
- (b) the full name, address and date of entry of the name of each Director and Delegate.

Members shall provide notice of any change and required details to the Association within one month of such change.

### **15.2 Inspection of Register**

Having regard to confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, Director or Delegate, shall be available for inspection (but not copying) by Members, upon reasonable request.

### **15.3 Use of Register**

Subject to confidentiality considerations and privacy laws, the Register may be used by the Association to further the Objects, as the Board considers appropriate.

### **15.4 Right of SLSQ to Register**

The Association shall provide a copy of the Register at a time and in a form acceptable to SLSQ and shall provide regular updates of the Register to SLSQ. The Association agrees that SLSQ may utilise the information contained in the Register and the Register itself to further the objects of SLSQ, subject always to reasonable confidentiality considerations and privacy laws.

## **16. EFFECT OF MEMBERSHIP**

Members acknowledge and agree that:

- (a) this Constitution constitutes a contract between each of them and the Association and that they are bound by this Constitution and By-Laws, the SLSQ constitution and regulations and the SLSA constitution and regulation;
- (b) they shall comply with and observe this Constitution and the By-Laws, and any determination, resolution or policy which may be made or passed by the Board or any other entity with delegated authority;
- (c) by submitting to this Constitution and the By-Laws they are subject to the jurisdiction of the Association, SLSQ and SLSA;
- (d) the Constitution and By-Laws are necessary and reasonable for promoting the Objects and particularly the advancement and protection of surf lifesaving as a community service in **the Club Area**; and
- (e) they are entitled to all benefits, advantages, privileges and services of Association membership.



## 17. DISCONTINUANCE OF MEMBERSHIP

### 17.1 Notice of Resignation

A Member having paid all arrears of fees payable to the Association may resign or withdraw from membership of the Association by giving notice in writing to the Association of resignation or withdrawal.

### 17.2 Discontinuance by Breach

- (a) Membership of the Association may be discontinued by the Board if the member:
  - i) is convicted of an indictable offence;
  - ii) is in breach of any clause of this Constitution, including but not limited to the failure to pay any monies owed to the Association, failure to comply with the By-Laws or any resolution or determination made or passed by the Board or any duly authorised committee; or
  - iii) conducts him or herself in a way considered to be injurious or prejudicial to the Objects, character or interests of the Association.
- (b) Membership shall not be discontinued by the Board under **clause 17.2(a)** without the Board first giving the accused Member the opportunity to explain the breach and/or remedy the breach.
- (c) Where a Member fails, in the Board's view to adequately explain to remedy the breach, that Member's membership shall be discontinued under **clause 17.2(a)** by the Association giving written notice of the discontinuance.

### 17.3 Failure to Re-Apply

If a Member has not re-applied for Membership with the Association within one month of reapplication falling due, that Member's membership will be deemed to have lapsed from that time. The Register shall be amended to reflect any lapse of membership under this **clause 17.3** as soon as practicable.

### 17.4 Member to Re-Apply

A Member whose membership has been discontinued or has lapsed under **clause 17.3**:

- (a) must seek renewal or re-apply for membership in accordance with this Constitution; and
- (b) may be re-admitted at the discretion of the Board.

### 17.5 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Association and its property and shall not use any surf lifesaving equipment or other property of the Association including Intellectual Property. Any Association documents, records or other property in the possession, custody or control of that Member shall be returned to the Association immediately.

### **17.6 Membership may be Reinstated**

Membership which has been discontinued under this **clause 17** may be reinstated at the discretion of the Board, upon such conditions as it deems appropriate.

### **17.7 Refund of Membership Fees**

Membership fees or subscriptions paid by the discontinued Member may be refunded on a pro-rata basis to the Member upon discontinuance.

## **18. GRIEVANCES, JUDICIAL AND DISCIPLINE**

The Association adopts the principles around the Grievances, Judicial and Discipline Regulations of SLSA as amended from time to time in line with the processes detailed in the SLSQ By-Laws. The SLSQ processes shall be replicated in the By-Laws.

## **19. ANNUAL GENERAL MEETING**

An Annual General Meeting of the Association shall be held in accordance with the provisions of the Act and on a date and at a venue to be determined by the Board.

The date of the Annual General Meeting shall be a minimum of one (1) week prior to that of the branch.

**Fourteen (14) clear days notice, in writing, shall be given for the Council Annual General Meeting and General Meetings, nine (9) clear days for any other Special Meetings.**

## **20. NOTICE OF GENERAL MEETING**

- (a) Notice of every General Meeting shall be given to every Member entitled to receive notice, at the address appearing in the Register kept by the Association. The auditor and Directors shall also be entitled to notice of every General Meeting, which shall be sent to their last notified address. No other person shall be entitled as of right to receive notices of General Meetings.
- (b) Preliminary notice of a General Meeting should be issued 42 days prior to the date of the meeting calling for notices of motion and any other business to be conducted at that meeting.
- (c) A notice of a General Meeting shall specify the place and day and hour of meeting and shall state the business to be transacted at the meeting.
- (d) At least 14 days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:
  - (i) the agenda for the meeting; and
  - (ii) any notice of motion received from Members.

## 21. BUSINESS

- (a) The business to be transacted at the Annual General Meeting must include;
  - (i) presentation of the reports of the Board;
  - (ii) consideration of the financial statement and audit report for the last financial year;
  - (iii) the election of Directors under this Constitution,
  - (iv) the motion for affiliation with the Branch, SLSQ and SLSA;
  - (v) the motion recognising the affiliation of the Association's supporters club; and
  - (vi) the appointment of the auditors for the present financial year
- (b) All business that is transacted at a General Meeting, and also all that is transacted at an Annual General Meeting, with the exception of those matters set down in **clause 21(a)** shall be special business.
- (c) No business other than that provided on the notice shall be transacted at that meeting.

## 22. NOTICES OF MOTION

Members shall be entitled to submit notices of motion for inclusion as special business at a General Meeting. All notices of motion must be submitted in writing to the Secretary not less than 30 days (excluding receiving date and meeting date) prior to the General Meeting.

Notices of motion must include a mover and seconder.

## 23. SPECIAL GENERAL MEETINGS

### 23.1 Special General Meetings May be Held

The Board may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this clause more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

### 23.2 Requisition of Special General Meetings

- (a) The Secretary shall on the requisition in writing of 20% of voting Members convene a Special General Meeting.
- (b) The requisition for a Special General Meeting shall state the object(s) of the meeting shall be signed by the Members making the requisition and be sent to the Association. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisitions.

- (c) If the Secretary does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the Association, the Members making the requisition, or any of them, may convene a Special General Meeting to be held not later than three months after that date.
- (d) A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Board.

## **24. PROCEEDINGS AT GENERAL MEETINGS**

### **24.1 Quorum**

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings shall be such number of Voting Members over the age of 15 years of age that equate to twice the number of current Directors plus one (1) Member.

### **24.2 President to Preside**

The President shall, subject to this Constitution, preside as chairman at every General Meeting except:

- (a) in relation to any election for which the President is a nominee; or
- (b) where a conflict of interest exists.

If the President is not present or is unwilling or unable to preside the Members shall appoint one of the Directors to preside as chairman for that meeting only.

### **24.3 Adjournment of Meeting**

- (a) If within half an hour from the time appointed for the meeting, a quorum is not present the meeting shall be adjourned until the same day in the next week at the same time and place or to such other day and at such other time and place as the chairman may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, those Members present and entitled to vote will constitute a quorum for that meeting only.
- (b) The chairman may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **clause 24.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

#### **24.4 Voting Procedure**

At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) the chairman; or
- (b) a simple majority of Members.

#### **24.5 Recording of Determinations**

Unless a poll is demanded under **clause 24.4**, a declaration by the chairman that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

#### **24.6 Where Poll Demanded**

If a poll is duly demanded under **clause 24.4** it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the chairman directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

#### **24.7 Use of technology**

- (a) A Member not physically present at a General Meeting may participate in the meeting by the use of technology that allows that Member and the Members present at the meeting to clearly and simultaneously communicate with each other.
- (b) A Member participating in a General Meeting as permitted under **clause 24.7(a)** is taken to be present at the meeting and, if the Member votes at the meeting, is taken to have voted in person.

### **25. VOTING AT GENERAL MEETINGS**

#### **25.1 Members entitled to Vote**

Each Member over the age of 15 years and entitled to vote as set out in **clause 12.1** shall have one vote at General Meetings which, subject to this Constitution, shall be exercised by that Member.

#### **25.2 Casting Vote**

Where voting at General Meetings is equal, the chairman may exercise a casting vote.

### **26. PROXY AND POSTAL VOTING**

- (a) Proxy voting shall not be permitted at any General Meeting.
- (b) Unless otherwise determined by the Board there shall be no postal voting. If the Board determines that a matter be decided by postal vote it shall also determine the process by which such postal vote is undertaken.

## **27. EXISTING DIRECTORS**

The members of the governing or managing body (by whatever name called) of the Association in place immediately prior to approval of this Constitution under the Act shall continue in those positions until the next Annual General Meeting following such approval, and thereafter the positions of the President and other Directors shall be filled, vacated and otherwise dealt with in accordance with this Constitution.

## **28. POWERS OF THE BOARD**

Subject to the Act and this Constitution, the business of the Association shall be managed, and the powers of the Association shall be exercised, by the Board.

## **29. COMPOSITION OF THE BOARD**

### **29.1 Composition of the Board**

The Board shall comprise:

- (a) the President;
- (b) Deputy President
- (c) the Treasurer;
- (d) the Secretary
- (e) the Club Captain
- (f) the Chief Training Officer; and
- (g) the Junior Activities Officer

### **29.2 Portfolios**

If the Board considers it appropriate, in order to further the Objects, it may allocate Directors to specific portfolios, with specific responsibilities, as determined in the discretion of the Board.

### **29.3 Right to Co-Opt**

- (a) The Board may co-opt any person with appropriate experience or expertise to assist the Board in respect of such matters and on such terms as the Board thinks fit. Any person so co-opted shall not be a Director, and shall not exercise the rights of a Director, but shall act in an advisory role only.
- (b) Without limiting the generality of the foregoing, any person holding the position of Youth Development Officer, Surf Sports Officer or the Club's nominated Director to the Cairns SLSC Supporters Club Inc. is authorised to attend and be heard at Board meetings in an advisory role only and not as a Director, unless the right of any such person to attend is revoked in writing by the Board.

- (c) For the avoidance of doubt, any such person remains eligible to be elected as a Director to the Board as President, Deputy President, Treasurer, Secretary, Club Captain, Chief Training Officer or Junior Activities Officer.”

#### **29.4 Appointment of Delegate**

- (a) The Board shall, from amongst its members, appoint a Delegate to attend general meetings of the Branch for such term as the Board determines, and otherwise in accordance with the Branch and SLSQ Constitution.
- (b) The Association must advise the Branch in writing of its Delegate.

### **30. ELECTION OF DIRECTORS**

#### **30.1 Nominations of Candidates**

- (a) Nominations for candidates to be elected to the Board shall be called for by the Association forty-two days prior to the Annual General Meeting.
- (b) When calling for nominations the Association shall also provide details of the necessary qualifications including the requirements under the Act and job description for the positions (if any). Qualifications and job descriptions shall be as determined by the Board from time to time.
- (c) Nominations of candidates for election as Directors (including the President) shall be:
  - (i) made in writing, signed by two Members and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and
  - (ii) delivered to the Association not less than 30 days before the date fixed for the holding of the Annual General Meeting, and the Association shall send the nominations to the Members entitled to receive notice under this Constitution together with the agenda for that General Meeting.
- (d) If insufficient nominations are received to fill all available vacancies on the Board the candidates nominated shall, subject to a secret ballot by the Members confirming their election and if elected declaration by the chairman, be deemed to be elected.
- (e) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall, subject to a secret ballot by the Members confirming their election and if elected, declaration by the chairman be deemed to be elected.
- (f) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order, for each vacancy on the Board.

#### **30.2 Voting procedures**

Elections shall be conducted by secret ballot and otherwise by such means as is prescribed by the Board.

### **30.3 Term of Office of Directors**

(a) President, Secretary and Treasurer

- (i) The President, Secretary, Treasurer and other Directors shall be elected by the Members from amongst nominations submitted as set out in **clause 30.1** for terms of 2 years, which shall commence from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following.
- (ii) The President, Treasurer and Club Captain shall be elected in each year of even number and the Deputy President, Secretary Chief Training Officer and Junior Activities Officer shall be elected in each year of odd number.
- (iii) Should any adjustment to the term of Directors elected under this Constitution be necessary to ensure rotational terms in accordance with the Constitution, this shall be determined by the Board by lot. Elections to subsequent Boards shall then proceed in accordance with the procedures in these Rules with approximately half the elected Board members retiring each year.

## **31. VACANCIES OF DIRECTORS**

### **31.1 Grounds for Termination of Office of Director**

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Act, the office of a Director becomes vacant if the Director:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally;
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (d) resigns his office in writing to the Association;
- (e) is absent without the consent of the Board from meetings of the Board held during a period of 6 months;
- (f) without the prior consent or later ratification of the Members in General Meeting holds any office of profit under the Association;
- (g) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his interest;
- (h) is removed by Special Resolution;
- (i) has been expelled or suspended from membership (without further recourse under this Constitution or the SLSQ Constitution);



- (j) would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001 (Cth)*; or
- (k) would otherwise be prohibited from being a Responsible Person of a charity under the *Australian Charities and Not-for-profit Commission Regulation Act 2013 (Cth)*.

### **31.2 Remaining Directors May Act**

In the event of a casual vacancy or vacancies in the office of a Director or Directors, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of Directors, they may act only for the purpose of increasing the number of Directors to a number sufficient to constitute such a quorum.

### **31.3 Casual Vacancy**

In the event of a casual vacancy in the office of any Director, the Board may appoint a Member to the vacant office and the person so appointed may continue in office up to the conclusion of the Annual General Meeting at which the term of the previous appointee would have expired.

### **31.4 No right of appeal**

A director has no right of appeal against their removal from office under this **clause 31**.

## **32. MEETINGS OF THE BOARD**

### **32.1 Board to Meet**

The Board shall meet as often as is deemed necessary and is required by the Act in every calendar year for the dispatch of business and subject to this Constitution may adjourn and otherwise regulate its meetings as it thinks fit. A Director may at any time convene a meeting of the Board within a reasonable time.

### **32.2 Decisions of Board**

Subject to this Constitution, questions arising at any meeting of the Board shall be decided by a majority of votes and a determination of a majority of Directors shall be deemed a determination of the Board. All Directors including the chair shall have one vote on any question. The chairman may exercise a casting vote where voting is equal.

### **32.3 Resolutions not in Meeting**

- (a) A resolution in writing, signed or assented to by any form of visible or other electronic communication by all the Directors for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of Directors duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Directors.
- (b) Without limiting the power of the Board to regulate its meetings as it thinks fit, a meeting of Board may be held where one or more of the Directors is not physically present at the meeting, provided that:

- (i) all persons participating in the meeting are able to communicate with each other effectively simultaneously and instantaneously whether by means of telephone or other form of communication;
- (ii) notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board or this Constitution and such notice specifies that Directors are not required to be present in person;
- (iii) in the event that a failure in communications prevents **clause 32.3(b)(i)** from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held then the meeting shall be suspended until **clause 32.3(b)(i)** is satisfied again. If such condition is not satisfied within 15 minutes from the interruption the meeting shall be deemed to have terminated or adjourned; and
- (iv) any meeting held where one or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the Chairman of the meeting is located.

#### **32.4 Quorum**

At meetings of the Board the number of Directors whose presence is required to constitute a quorum is a majority of the Directors.

#### **32.5 Notice of Board Meetings**

Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than 7 days oral or written notice of the meeting of the Board must be given to each Director.

#### **32.6 Conflict of Interest**

A Director shall declare his interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise and shall unless otherwise determined by the Board absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter. In the event of uncertainty as to whether it is necessary for a Director to absent himself from discussion or refrain from voting, the issue should be immediately determined by vote of the Board, or if this is not possible, the matter shall be adjourned or deferred. All disclosed interests must be submitted to the Annual General Meeting in accordance with the Act.

### **33. DELEGATIONS**

#### **33.1 Board may Delegate Functions**

The Board may by instrument in writing create or establish or appoint from amongst its own members, or otherwise, special committees, sub-committees, individual officers and consultants to carry out such duties and functions, and with such powers, as the Board determines.

### **33.2 Delegation by Instrument**

The Board may in the establishing instrument delegate such functions as are specified in the instrument, other than:

- (a) this power of delegation; and
- (b) a function imposed on the Board by the Act or any other law, or this Constitution or by resolution of the Association in General Meeting.

### **33.3 Delegated Function Exercised in Accordance With Terms**

A function, the exercise of which has been delegated under this clause, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

### **33.4 Procedure of Delegated Entity**

The procedures for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Board under **clause 32**. The entity exercising delegated powers shall make decisions in accordance with the Objects and shall promptly provide the Association with details of all material decisions and shall provide any other reports, minutes and information as the Association may require from time to time.

### **33.5 Delegation may be Conditional**

A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.

### **33.6 Revocation of Delegation**

The Board may by instrument in writing, revoke wholly or in part any delegation made under this clause and may amend or repeal any decision made by such body or person under this clause.

## **34. BY-LAWS**

### **34.1 Board to Formulate By-Laws**

The Board may formulate, issue, adopt, interpret and amend such By-Laws for the proper advancement, management and administration of the Association, the advancement of the Objects and surf lifesaving in **the Club Area**; as it thinks necessary or desirable. Such By-Laws must be consistent with the Constitution, the Branch constitution, the SLSQ constitution, the SLSA constitution and any regulations or by-laws made by the Branch, SLSQ or SLSA. If any By-Laws are inconsistent with the SLSQ or SLSA constitution and regulations the By-Laws shall be null and void and will be inapplicable.

### **34.2 By-Laws Binding**

All By-Laws made under this clause shall be binding on the Association and Members of the Association.

### **34.3 By-Laws Deemed Applicable**

All clauses, rules, by-laws and regulations of the Association in force at the date of the approval of this Constitution insofar as such clauses, rules, by-laws and regulations are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be By-Laws under this clause.

### **34.4 Notices Binding on Members**

Amendments, alterations, interpretations or other changes to By-Laws shall be advised to Members of the Association by means of Notices approved and issued by the Board.

## **35. FUNDS, RECORDS AND ACCOUNTS**

### **35.1 Source of Funds**

The Board will determine the sources from which the funds of the Association are to be or may be derived and the manner in which such funds are to be managed.

### **35.2 Association to Keep Records**

The Association shall establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of the Association and the Board and shall produce these for verification at each Board or General Meeting.

### **35.3 Records Kept in Accordance with Act**

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Board.

### **35.4 Association to Retain Records**

The Association shall retain such records for 7 years after the completion of the transactions or operations to which they relate.

### **35.5 Board to Submit Accounts**

The Board shall submit to the Members at the Annual General Meeting the Statements of Account of the Association in accordance with this Constitution and the Act.

### **35.6 Accounts Conclusive**

The Statements of Account when approved or adopted by an Annual General Meeting shall be conclusive except as regards any error discovered in them within 3 months after such approval or adoption.

### **35.7 Accounts to be sent to Members**

The Board shall cause to be sent to all persons entitled to receive notice of Annual General Meetings in accordance with this Constitution, a copy of the Statements of Account, the Board's report, the auditor's report (if any) and every other document required under the Act (if any).

### **35.8 Negotiable Instruments**

- (i) All monies shall be banked as soon as practicable after receipt thereof.
- (ii) All amounts of one hundred dollars or over shall be paid by electronic transfer or by cheque signed or authorized by any two of the Chairman President, Secretary, Treasurer or other member authorised from time to time by the Board.
- (iii) Cheques shall be crossed "Not Negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- (iv) The Board shall determine the amount of petty cash, which shall be kept on hand.
- (v) All the expenditure shall be approved or ratified at a Board meeting.

### **35.9 Members' Access to books, minutes and other documents**

- (a) Members of the Association may apply to the Board to access the financial records, books, securities and other relevant documents of the Association. Upon receiving such a request, the Board may, at its absolute discretion, decide to permit or refuse the request. If the Board permits the request, it may impose conditions upon the member's access.
- (b) Members of the Association may request to access the Minutes of Board Meetings. Upon receiving such a request, the Board may, at its absolute discretion, decide to permit or refuse the request.

## **36. AUDITOR**

- (a) A properly qualified auditor or auditors shall be appointed by the Association at the Annual General Meeting. The auditor's duties shall be regulated in accordance with the Act, or if no relevant provisions exist under the Act, in accordance with the *Corporations Act 2001 (Cth)* and generally accepted principles, and/or any applicable code of conduct. The auditor may be removed by the Association at a Special General Meeting.
- (b) The accounts of the Association shall be examined and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor or auditors at the conclusion of each Financial Year.

## **37. NOTICE**

### **37.1 Manner of Notice**

- (a) Notices may be given to any person entitled under this Constitution to receive any notice by sending the notice by pre-paid post or facsimile transmission or where available, by electronic mail, to the Member's registered address or facsimile number or electronic mail address.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three days after posting.

- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- (d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

### **37.2 Notice of General Meeting**

Notice of every General Meeting shall be given in the manner authorised in this Constitution.

## **38. SEAL and CLUB COLOURS**

### **38.1 The Common Seal**

The form of the Common Seal shall be as set out in Appendix "B" of this constitution together with the words "Cairns Surf Life Saving Club Inc." around its perimeter and the words "The Common Seal of "in its centre.

### **38.2 Use and protection of Common Seal**

The Board shall provide for the safe custody of the Seal. The Seal shall only be used by the authority of the Board, and every document to which the Seal is affixed shall be signed by two Directors one of whom shall be the President.

### **38.3 Badges**

The Club Life Members Badge shall be presented by the Club to each duly elected Life Member and shall be to the design appearing in Appendix "B". The Club Membership Badge shall be available to members and shall be to the design appearing in Appendix "B".

### **38.4 Club Colours**

The Club colours shall be: BLACK, WHITE and ORANGE."

## **39. ALTERATION OF CONSTITUTION**

- (a) The Constitution of the Association shall not be altered except by Special Resolution in accordance with the Act, and in compliance with all other procedures under the Act (if any).

## 40. INDEMNITY

### 40.1 Directors to be indemnified

Every Director, officer, auditor, manager, employee or agent of the Association shall be indemnified out of the property or assets of the Association against any liability incurred by him in his capacity as Director, officer, auditor or agent in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Act, granted to him by the Court.

### 40.2 Association to Indemnify Directors

The Association shall indemnify its Directors, officers, managers and employees against all damages and costs (including legal costs) for which any such Director, officer, manager or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:

- (a) in the case of a Director or officer, performed or made whilst acting on behalf of and with the authority, express or implied of the Association; and
- (b) in the case of an employee, performed or made in the course of, and within the scope of his employment by the Association.

## 41. DISSOLUTION

Subject to **clauses 6 and 7**, the Association may be wound up in accordance with the provisions of the Act.

## 42. STAFF

The Club may provide for the appointment of an Administrator and other employees as may be required from time to time in the conduct of its affairs.

Paid staff of the Club are not permitted to hold the position of "Director" in the Club, provided that such paid staff may seek election as an Officer with the proviso that if elected they shall forthwith forfeit their paid position.

Salaries and employment conditions of staff members as provided for in shall be determined by the Board.

The Board shall endorse or reject the employment of other paid assistance as may be considered from time to time.

Pay structures of other paid assistance shall be determined by the Board, following a recommendation submitted by the Secretary.

## APPENDIX "A"

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### SECTION 11

#### Jurisdiction, References, Penalties, Carnivals, Competition & Conferences and Appeals

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##### BY-LAW 11.1 – JURISDICTION

- (a) SLSQ has jurisdiction to hear and determine any allegation of Misconduct brought against a Member, Club or Branch affiliated with SLSQ where:
- (i) in the case of a Member, the alleged Misconduct is against or relating to SLSQ, or if in the opinion of the Chief Executive Officer or his or her delegate, it is proper for the matter to be heard and determined by SLSQ rather than by the Member's Club or Branch;
  - (ii) in the case of a Club affiliated with SLSQ, the alleged Misconduct is against or relating to SLSQ, the alleged Misconduct has occurred outside of that Club's Branch, or if in the opinion of the Chief Executive Officer or his or her delegate, it is proper for the matter to be heard and determined by SLSQ rather than by the Club's Branch; or
  - (iii) in the case of a Branch affiliated with SLSQ, the alleged Misconduct is against or relating to SLSQ.
- (b) For the purposes of this Section 11, "Misconduct" is distinct from a "Grievance", insofar as:
- (i) "**Misconduct**" relates to a Member, Club or Branch's unacceptable or inappropriate behaviour, and includes, without limitation, where a Member, Club or Branch has:
    - a. breached, failed, refused or neglected to comply with any policy, procedure, directive, rule, regulation, code of conduct or determination of SLSQ, its officers, delegates or authorised representatives;
    - b. acted in a manner, or procured, requested, counselled, directed or caused another to act in a manner, which is unbecoming, reflects poorly on the good name of SLSQ, is likely to bring SLSQ into disrepute, or is otherwise prejudicial to the objects and interests of SLSQ and/or lifesaving generally; and/or
    - c. engaged in criminal conduct as against or otherwise relating to SLSQ, its officers, staff, authorised representatives, Members or affiliates; whereas
  - (ii) a "**Grievance**" relates to a Member, Club or Branch's real or perceived cause for complaint or unfair treatment by another Member, Club or Branch, and does not necessarily relate to or directly impact upon SLSQ.
- (c) Allegations of Misconduct are heard and determined by SLSQ in accordance with this Section 11.



- (d) Grievances are managed in accordance with SLSQ's current grievance policies and procedures.

#### **BY-LAW 11.2 – REFERENCES**

- (a) Any Member, Club or Branch affiliated with SLSQ, or officer or employee of SLSQ, may submit a reference to SLSQ concerning Misconduct or alleged Misconduct on the part of a Member, Club or Branch affiliated with SLSQ ("**Reference**").
- (b) Upon receipt of a Reference, the Chief Executive Officer or his or her delegate shall investigate, and/or appoint an independent person to investigate, the matters raised by the Reference, with such investigations to be initiated within no more than fourteen days (14) ("**Investigation Phase**").
- (c) At the conclusion of the Investigation Phase, the Chief Executive Officer or his or her delegate may take any one of the following four (4) steps. Where, in the opinion of the Chief Executive Officer or his or her delegate:

- (i)
  - a. the Misconduct alleged is of a particularly serious nature; or
  - b. the material facts surrounding the alleged Misconduct remain in dispute; or
  - c. it is otherwise appropriate for the matter to be determined by way of a hearing of evidence; then

the Chief Executive Officer or his or her delegate may refer the Reference, along with all relevant material collected during the course of the Investigation Phase, to the Judiciary Committee; or

- (ii)
  - a. the alleged Misconduct is not of a sufficiently serious nature as to warrant a hearing of evidence; or
  - b. the material facts of the matter are not in dispute; or
  - c. the Misconduct is admitted in substance; then

the Chief Executive Officer or his or her delegate may refer the matter, along with all relevant material collected during the course of any Investigation Phase, to the Judiciary Committee for a hearing on penalty only; or

- (iii) the allegations raised by the Reference are more properly characterised as a "**Grievance**", refer the matter to the relevant person or body to be resolved in accordance with SLSQ's current grievance policies and procedures; or
- (iv) the allegations raised by the Reference are considered false, vexatious, malicious or having no factual basis, then the Chief Executive Officer or his or her delegate may dismiss the Reference and close the matter.

## **BY-LAW 11.3 – PENALTIES**

- (a) The penalising authority for SLSQ is vested in the Judiciary Committee.
- (b) Without limiting the scope of penalties that may be imposed by the Judiciary Committee, the form a penalty imposed may take includes the following penalties, or any combination thereof:

(i) Reprimand

A reprimand shall be issued in writing to the Member, Club or Branch and shall be recorded in the records of SLSQ. Where issued against a Member, the Member's Club shall be notified of the reprimand.

(ii) Suspension

A suspension may be imposed as a complete or partial suspension of a Member, Club or Branch's membership or affiliation with SLSQ for a prescribed period of time or until a pre-set milestone is reached. Any period of suspension imposed must not however exceed five (5) calendar years from the date of the order.

(iii) Exclusion

A Member, Club or Branch may be excluded by a Penalising Authority from a particular activity, event or events over which SLSQ exercises jurisdiction, including without limitation patrol operations, training and education activities, competition carnivals, awards dinners, and fundraising activities. SLSQ By-Laws December 2016 Page **68** of **76**

(iv) Termination

Individual membership of a club, branch or SLSQ may be terminated in exceptional circumstances, but when expulsion is not warranted.

A member whose membership is terminated may apply for membership of other entities within SLSQ and/or re-apply for membership of the entity from which they are terminated at some later time nominated by the Penalising Authority.

(v) Expulsion

A Member, Club or Branch may be expelled from holding or obtaining membership or affiliation with SLSQ only in exceptional circumstances, and where such a penalty is warranted in response to the gravity of a serious offence against a Club, Branch, SLSQ and/or lifesaving generally.

(vi) Fines

A fine or fines may be imposed on a Member, Club or Branch in such an amount or amounts as the Penalising Authority thinks fit.

- (vii) Such combination of any of the above as the Judiciary Committee thinks fit.

- (viii) Such other reasonable penalty or penalties as the Judiciary Committee thinks fit.

#### **BY-LAW 11.4 – CARNIVALS, COMPETITIONS AND CONFERENCES**

- (a) Any Club, Branch or other designated authority conducting a carnival, competition, conference or other activity endorsed by SLSQ may appoint a committee of no less than two (2) and no more than three (3) members to enquire into any allegation of Misconduct alleged to have been committed at that activity ("**Disciplinary Committee**").
- (b) A Disciplinary Committee appointed for a competition or carnival must conduct itself in accordance with the rules and procedures set out in the current SLSA Competition Manual.
- (c) Upon a determination made by the Disciplinary Committee that a Member, Club or Branch has committed an act of Misconduct, or in the case of a carnival or competition, has breached a provision of the current SLSA Competition Manual, the Disciplinary Committee may immediately exclude the offending party from further participation in the activity, order the offending party forfeit competition points, awards, titles or trophies or other entitlements of competition or participation, and where appropriate submit a Reference to SLSQ for the matter to be further investigated by a Penalising Authority, whereupon a further penalty may be imposed.
- (d) A Disciplinary Committee must report in writing to SLSQ regarding the outcome of any enquiry as to Misconduct conducted by it in accordance with this By-Law 11.4.

#### **BY-LAW 11.5 – APPEALS**

- (a) SLSA Regulation 5.2 applies in respect to any appeal against a decision of a Judiciary Committee under this By-Law 11.
- (b) Any such appeal shall be determined in accordance with the procedures set out in SLSA Regulation 5.2.

## APPENDIX "B"

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### SECTION 9 Competition Conditions

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#### BY-LAW 9.1 – COLOURS AND BADGES

- (a) Each new affiliated club must apply to SLSQ to register its proposed colours and badge and competition cap design, which are subject to the endorsement of SLSQ and the approval of the Association.
- (b) Existing affiliated clubs' colours, badges and competition cap design must not be altered without re-endorsement of SLSQ and the approval of the Association.
- (c) Initial registration of colours and badges is subject to payment of a fee, as is each additional registration. No registration fee is payable with the annual club affiliation unless a change of registration is desired. The registration fee will be as determined from time to time by the Association.
- (d) The Association from time to time can appoint a Cap Registrar who is responsible for the administration of this regulation, and who will maintain a cap colour register.

**COMMON SEAL**



**LIFE MEMBER BADGE**

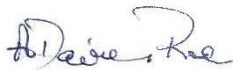


**CLUB CAP**



Verified as true and correct copy

**Signature**



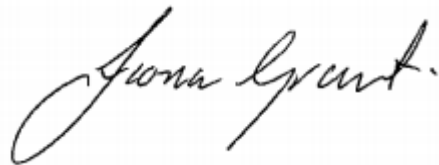
**Name**

Adrian Davies-Roe

**Position**

President

**Signature**



**Name**

Fiona Grant

**Position**

Secretary